

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

General Information

Agency or Establishment	National Archives and Records Administration
Record/Scheduling Group	0064 - Records of the National Archives and Records Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Mission - Governance - Training
Additional Schedule Information	<p>NARA's mission is to Identify, protect, preserve, and make publicly available the historically valuable records of all three branches of the Federal government. These include a focus on access, records control, preservation, outreach, governance, and the federal register functions. This records covers records created and maintained related to Training under the Governance function.</p> <p>Governance is defined as the exercise of authority; consistent management, cohesive policies, guidance, processes and decision-rights for a given area of responsibility, and proper oversight and accountability for Government wide programs such as records management and information security</p> <p>Training involves the developing and delivering of materials for such programs as the Agency Records Officer Credential (AROC), Information Security Oversight Office training, FOIA Dispute Resolution Training</p> <p>RECORD TYPES INCLUDE outlines, presentations, handouts, transcripts and certificates.</p> <p>EXCLUDED from this schedule are records created under NARA's Support Functions related to human resource and staff development that is non mission training, such as training on information security, anti harassment, ethics, EEO compliance, and drug-free workplace which are covered by the General Records Schedule (GRS) 2.6 Employee Training Records or those related to occupational health and safety training records covered by GRS 2.7.</p> <p>Also EXCLUDED are Mission Related Internal and Occupational Employee Training which cover materials for staff or program development, such as technical training provided via the Archives Technician Development Program.</p>
Is There a Classified Version of This Schedule?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Outline of Records Schedule Items for DAA-0064-2024-0004

Item #	Title	Disposition
0001	Mission Related Government-wide Training Records : Mission Related Government-wide Training Materials	Temporary
0002	Mission Related Government-wide Training Records : Administrative and Logistical Records for Mission Related Government-wide Training	Temporary
0003	Mission Related Government-wide Training Records : Student Records for Mission Related Government- wide Training	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Records Schedule Items

Group Title	Mission Related Government-wide Training Records	
Group Description	Training materials, transcripts, and certificates created and maintained when providing mission-related training to external entities which are required by law, statute, or regulation, or when offered on an ad hoc basis to support NARA’s mission.	
DAA-0064-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Mission Related Government-wide Training Materials	
Item Description	Training materials, including course outlines, presentations, handouts, project management, training analysis, design, development, implementation, and evaluation records relating to the development of mission-related training . These records may support government-wide training opportunities that are not course specific but offered as part of sessions, webinars, agency specific training, NARA sponsored conferences, or workshops.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0064-2016-0010-0001	No	
DAA-0064-2016-0014-0001	Yes	In part for Mission Related Government-wide Training Materials
DAA-0064-2016-0001-0003	Yes	Only training records are superseded, rest of item is active.
N1-064-06-004 /9/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when superseded or obsolete.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0064-2024-0004-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Administrative and Logistical Records for Mission Related Government-wide Training
Item Description	Correspondence, notices, applications, attendance and course or module completion and participation records, such as assignments, certificates, tests, and test scores pertaining to workshops, conferences, and courses. May also include administrative documents such as copies of billing information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
DAA-0064-2010-0006-0005	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0064-2024-0004-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Student Records for Mission Related Government-wide Training
Item Description	Master lists of students receiving NARA-issued certificates and training credentials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0064-2016-0010-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which the credentialing program ends.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0064-2024-0004

Status: APPROVED
Date Approved: 11/20/2025

Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.